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8 August 1961

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MEMORANDUM FOR: Chief, WH ☐

SUBJECT : Finance Office - ORGANIZATION

1. Because this project is undergoing a re-organization at this time I am submitting my comments on organization now. If these recommendations are accepted, now would be the time to do so rather than to wait too much longer in the fiscal year when the old system will be perpetuated.

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2. It is suggested that you have this paper thoroughly discussed by in order that you may have their comments after you have read it.

3. I believe it will have the concurrence of the Comptroller, and Chief, Finance Division. However, in order to permit prior approval or disapproval, I have sent a copy of this memorandum and attachment to each one for comment.

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Distribution:

Original & 1 - Addressee
1 - C/WH
1 - Comptroller
1 - Chief, Finance

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